

# **Kensington Fire Protection District**



Position: Student Intern (temporary/part-time)  
Salary: \$18 - \$22 per hour  
Filing Deadline: Open until filled  
*Posted: 06/22/20*

The Kensington Fire Protection District has an opening for a temporary/part-time Student Intern to assist with general office functions. The District is seeking an individual who is dependable, independent, and passionate about serving the community. If you are interested in a flexible schedule serving on a team committed to providing high quality and innovative fire protection services, apply today!

## **The Position**

Dedicated, punctual, energetic...if those terms describe you, please read on. Specific responsibilities will include, but are not limited to:

- Greeting the public, elected officials, and staff in person, telephone, and by email with general District inquiries
- Posting agenda and other documents in public locations
- Performing website updates and posting meetings, events, alerts online
- Pick-up and delivery of District documents
- Providing general office support to staff and elected officials (copying, binding)

## **Qualifications**

- Current enrollment in a Bachelor's or Master's degree program from an accredited college or university in communications, public/business administration, computer science or related field
- Possession of a valid California Driver's License

## **Application Process**

Submit a resume and cover letter to the District via email to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org). First review of resumes will be on June 29, 2020.